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**63<sup>rd</sup> City Council**

**Mayor Steven J. Gentling**

**Ward I** – John Wood, Ed Wood    **Ward II** – Jeff Taylor, Brian Bothroyd

**Ward III** – Gaylord Z. Thomas, Sharyl Padgett

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**SPECIAL CITY COUNCIL MEETING WORKSHOP**

Tuesday, July 21, 2015 at 6:00p.m.

City Hall 3<sup>rd</sup> Floor Conference Room

101 N. 2<sup>nd</sup> Street, Guthrie, Oklahoma, 73044

1. Call to Order.
2. Public Comments.
3. Fiscal Year 2014 Audit Report.
4. Staff updates with discussion regarding open items:
  - a. Master Plan for Liberty Lake
  - b. Cottonwood Creek Dam
  - c. Sales Tax
  - d. Ladder Truck Financing
  - e. Council Ethics Guidelines Revision
  - f. Signage
  - g. Strategic Goals for Fiscal Year ending 2016
  - h. Excelsior Building
  - i. Dilapidated Structures
  - j. Budget
  - k. Taloa Update
5. Request for future items of discussion.
6. Adjournment.



63rd City Council
Mayor Steven J. Gentling
Ward I - John Wood, Ed Wood Ward II - Jeff Taylor, Brian Bothroyd
Ward III - Gaylord Z. Thomas, Sharyl Padgett

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

Tuesday, July 21, 2015 at 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

- 1. Call to Order.
2. Public Comments, Community Announcements and Recognitions.
a. Welcome to Schellon Stanley, Guthrie-Edmond Regional Airport Manager
b. Recognition of Guthrie Summer Reading Program Volunteers (Guthrie Public Library)
3. Consent Agenda.
All matters listed will be enacted by one motion unless a request is made for discussion by any Trustee or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held July 7, 2015 ..... 1
B. Consider approval for the emergency replacement of the alternate operational sludge pump for the Waste Water Treatment Plant..... 3
4. Adjournment.

CITY COUNCIL MEETING

63rd City Council
Tuesday, July 21, 2015, 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

- 1. Call to Order.
2. Consent Agenda
All matters listed will be enacted by one motion unless a request is made for discussion by any council member or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
A. Consider approval of minutes of the City Council Workshop held on July 7, 2015. 9
B. Consider approval of minutes of the Regular City Council Meeting held on July 7, 2015 ..... 10

C.	Consider approval of the Cooperative Service Agreement between Guthrie Edmond Regional Airport (GERA/Geoport) and the US Department of Agriculture for the removal of deer, coyotes, and other wildlife on the airport property .....	14
D.	Consider approval to accept a grant in the amount of \$921.20 from the Oklahoma Humanities Council for the purpose of conducting a “Let’s Talk About It, Oklahoma!” program at the Guthrie Public Library and authorizing Library staff to sign the corresponding agreement.....	18
E.	Consider approval of allowing staff to solicit bids for demolition and removal of dilapidated structures as declared by City Council.....	24
3.	Public hearing on Rezoning Application No. 181030-000000-000000 from A-1 to I-2. ....	25
4.	Discussion and possible action on Interlocal Cooperative Agreement and Resolution between the Logan County Board of Commissioners and the City of Guthrie for brush removal services on Prairie Grove Road .....	26
5.	Discussion and possible action of Resolution No. 2015-12 amending the billing schedule for rural fire runs as recommended by the Citizens Rate and Fee Advisory Committee .....	31
6.	Discussion and possible action of Resolution No. 2015-11 amending the General Library Policy and Fee Schedule as recommended by the Library Board and the Citizens Rate and Fee Advisory Committee.....	36
7.	Discussion and possible action on Resolution No. 2015-13, OML Board Nominations for District 8.....	50
8.	City Manager’s Report	
9.	Requests/comments from members of the City Council	
10.	Adjournment.	

MINUTES  
GUTHRIE PUBLIC WORKS AUTHORITY MEETING  
July 7, 2015

The regular meeting of the Guthrie Public Works Authority was posted on Thursday, July 2, 2015, before 5:00 p.m. and held Tuesday, July 7, 2015, in the Guthrie City Hall Council Chambers.

Pledge of Allegiance was led by Chairman Steven J. Gentling.

Chairman Steven J. Gentling called the meeting to order at 7:01 p.m.

Members Present:	Steven J. Gentling	Gaylord Z. Thomas	Jeff Taylor
	Sharyl Padgett	Ed Wood	Brian Bothroyd

Members Absent: John Wood

Staff Present:	Larry Pannell	Kim Biggs	Randel Shadid
	Jim Ahlgren	Maxine Pruitt	Cody Mosley
	Don Sweger	Aaron Ryburn	

Chairman Gentling declared a quorum with six (6) Trustees in attendance.

**Public Comments, Community Announcements and Recognition.**

- A. Mayor Gentling presented a Proclamation declaring the month of July, 2015, as Water's Worth It Month.

**Consent Agenda.** Motion by Trustee Taylor, seconded by Trustee E. Wood, moved approval of the Consent Agenda as follows:

- A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held on June 16, 2015.

Trustees entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood,  
Nay: None

Chairman Gentling declared the motion carried unanimously.

**Utility Adjustment at 322 West Oklahoma.** Motion by Trustee Taylor, seconded by Vice Chair J. Wood moved approval to accept the Finance Committee's recommendation to adjust the utility account at 322 West Oklahoma for \$354.08. Trustees entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood  
Nay: Thomas

Chairman Gentling declared the motion carried with five (5) ayes and one (1) nay.

**Utility Adjustment at 1208 West Noble Avenue.** Motion by Vice Chair J. Wood, seconded by Trustee E. Wood, moved approval to accept the Finance Committee's recommendation to adjust the utility account at 1208 West Noble Avenue for \$145.26. Trustees entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood  
Nay: Thomas

Chairman Gentling declared the motion carried with five (5) ayes and one (1) nay.

**Utility Adjustment at 315 East College Avenue.** Motion by Vice Chair J. Wood, seconded by Trustee Taylor, moved approval to accept the Finance Committee's recommendation to deny the request for utility adjustment at 315 East College Avenue. Trustees entered their votes and the votes were displayed with the following results:

Aye: Gentling, Thomas, J. Wood, Taylor, Padgett, E. Wood  
Nay:

Chairman Gentling declared the motion carried unanimously.

**Adjournment.** There being no business for the Guthrie Public Works Authority Trustees, Chairman Gentling declared the meeting adjourned at 7:13 p.m.

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Kim Biggs, Secretary

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Steven J. Gentling, Chairman



**Agenda Item Cover Letter**

**Meeting**

City Council  
 GPWA  
 Other: \_\_\_\_\_

**Date of Meeting**

July 21, 2015

**Contact**

Maxine Pruitt,  
Municipal Services Director

**Agenda Item**

Consider approval for the emergency replacement of the alternate operational sludge pump for the Waste Water Treatment Plant.

**Summary**

The Waste Water Treatment Plant operates utilizing numerous pumps. Each of these pumps have specific jobs. There are two main operational sludge pumps. The "lead" pump does the majority of the work pumping sludge, but it will intermittently shut off to "rest" and the "lag" or alternate pump will take over pumping the sludge. This secondary pump is deteriorating. Replacing this pump was approved through the budget process using Oklahoma City Waterline Funds. Quotes were received for a replacement. The lowest of the three quotes received is from Rudy Box & Associates, Inc. in the amount of \$33,000, which includes the installation and modifications to the base of the pump. Rudy Box & Associates, Inc. are on site working on other projects so they could move immediately on this pump replacement. This pump is vital to the operation of the Waste Water Treatment Plant. The Chief Plant Operator requests for its replacement to be considered an emergency so we can get this pump replaced quickly.

Competitive bids or quotes shall be required, except in the event of an emergency where immediate procurement of material or service is necessary to preserve City property, or to preserve or protect the life, health, or safety of the citizens of Guthrie, or such other reasons as may be proclaimed by the City Council or the City Manager in amounts as provided by the City Charter. See Ordinance No. 3017, passed May 20, 1997. Emergency purchases of \$25,001 or more shall be approved by the City Council after the purchase has been made.

<b>Funding Expected</b>	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
<b>Budgeted</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	<u>90-90-00-6594</u>	<b>Amount</b>	<u>\$33,000</u>
<b>Legal Review</b>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

- Rudy Box & Associates, Inc. Proposal
- Global Energy Solutions, LLC Quote
- Haynes Equipment Co. Proposal

**Recommendation**

Approve the emergency replacement of the alternate sludge pump for the Waste Water Treatment Plant using Rudy Box & Associates, Inc.'s proposal in the amount of \$33,000.

**Action Needed**       Public Hearing       Motion       Emergency Clause

RUDY BOX & ASSOCIATES, INC.

General Contractor

17400 South Sooner Road

Norman, Okla. 73071

Ph. & Fax 405 321-5857

PROPOSAL

June 9, 2015

City Of Guthrie

Guthrie PWA

806 Beemer Road

Guthrie, Okla.

RE: SLUDGE PUMP REPLACEMENT

We propose to furnish a Hayward Gordon Chopper Pump for the replacement of the obsolete FMC pump. The existing pump is not available. There are differences in the pump and it will require pipe modifications for the instillation.

Pump Description is furnished on a separate page.

Pump \$24,500

Instillation with Pipe and Base Modifications

\$8,500

Total: \$33,000

It is assumed that the contractor will be granted tax exemption.

See attached information regarding the sludge pump replacement for the Guthrie WWTP. Chicago has discontinued the pump that they currently have so there is no direct replacement. The proposed pump will have some dimensional differences as listed below (also ref attached drawings of proposed and existing pumps). Some piping modifications will be required. Both proposed and existing are 5hp so nothing should change on the electrical.

Suction

Existing – 5", Proposed – 6"

Discharge

Existing – 4", Proposed – 3"

Floor to centerline of suction

Existing – 13.5", Proposed – 12.3"

Face of Suction flange to centerline of Discharge

Existing – 5", Proposed – 11.7"

Centerline of Suction flange to the centerline of Discharge flange

Existing – 6", Proposed – 0"

**Qty Model**

1 Hayward Gordon CHOPX3B Chopper Pump

**CONSTRUCTION DETAILS:**

Wet End: Casing = ASTM A48 Cast Iron; Impeller & Cutter Bar = ASTM A148 Alloy Steel

Seal: Single Mechanical (SC faces) Motor Details: 5 HP; 1800 rpm; 460/3/60; TEFC

Ports/Flanges: 6" Suction x 3" Discharge Guard: OSHA

Base/Coverplate: Steel - Right Hand V-Belt Drive Coupling: Constant Speed V-Belt

Pump Setting: Horizontal

**APPLICATION DETAILS:**

Fluid: Sludge Impeller Dia.: Full Solids:

Capacity: 100 gpm Viscosity: Waterlike NPSHA: Flooded

Head: 43 feet Temperature: Ambient

Pump RPM: 1575 rpm Specific Gravity: 1.00

**REMARKS:**

Seal shall be a John Crane Type 1 Single Mechanical seal with silicon carbide faces (clean flush water required)

Hayward Gordon's standard epoxy paint is included (Amercoat 370)

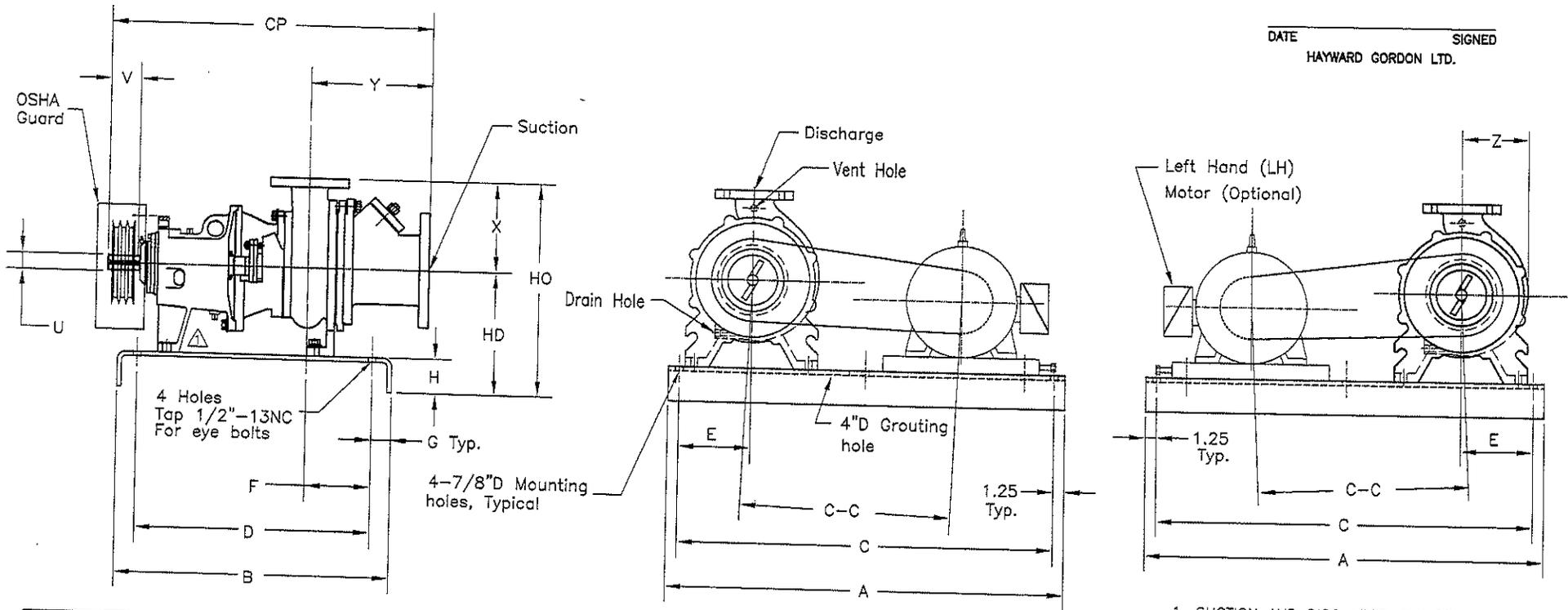
Hayward Gordon's Non-Witnessed 6 pt Performance Test is included.

All VFDs, starters and control equipment are not within Hayward Gordon ULC scope of supply and are to be supplied by others

DO NOT SCALE

CERTIFIED FOR CONSTRUCTION

DATE \_\_\_\_\_ SIGNED  
HAYWARD GORDON LTD.



Suction Pump model	Discharge Motor frame	Pump shaft																	DWG.			
		A	B	C	D	E	F	G	H	C-C	U	Sq. Key	V	X	Y	Z	CP	HD	HO	RH	LH	
CHOPX3-A/B	184T																					
	213T																					
	215T																					
	254T	45	31	42.5	26.5	8.50	9.19	2.25	4.0	17-20	1.38	.31 x .31	3.1	8.75	11.7	6.4	30.9	12.3	21.0	02620135	02620136	
	256T									18-21												
	284T									18-21												
CHOPX4-A/B	286T									19-23												
	184T									19-23												
	213T									20-24												
	215T									20-24												
	254T	45	31	42.5	26.5	8.13	8.0	2.25	4.0	20-24	1.38	.31 x .31	3.1	9.75	12.3	11.5	31.8	12.3	22.0	02320403	02320404	
	256T									20-24												
284T									22-24													
286T									22-24													

- SUCTION AND DISCHARGE FLANGES:  
C.I. - 125 lbs R.F.  
ALLOYS - 150 lbs R.F.  
ALL FLANGES MATE WITH STD. ASA FLANGES.
- PUMP ROTATION - C.W. VIEWED FROM SHAFT END
- ALL DIMENSIONS ARE IN INCHES. USE FOR CONSTRUCTION ONLY IF CERTIFIED.

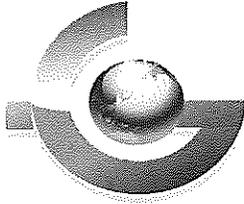
2	DEC17,03	DIM "F" WAS 7.35; "C-C" WAS 22-26; CHOPX3-A ADDED*03047	LF
1	AUG 8,03	CHOPX4 MOVED FROM 02620049; CHOPX4-C R/B 4-B;	LF
GENERAL REVISION FOR USING #1U PF * ECR 03047			
NO.	DATE:	REVISION	BY: C

**Hayward Gordon Ltd**  
Process Pumps and Mixers.  
6680 Compobello Rd., Mississauga, Ontario L5N 2L9

THIS DRAWING IS THE PROPERTY OF HAYWARD GORDON LTD. AND MAY NOT BE USED OR COPIED EXCEPT AS EXPRESSLY AUTHORIZED BY IT. THIS DRAWING IS SUBJECT TO RECALL.

TITLE  
STANDARD DIMENSIONAL  
DRAWING FOR V-BELT DRIVEN  
CHOPX3-A/B AND CHOPX4-A/B

DESIGN BY: \_\_\_\_\_ DRAWN BY: LF CHECKED BY: \_\_\_\_\_ DATE: NOVEMBER 23, 200



**Global**  
Energy Solutions

Electric Motors and Controls

**Global Energy Solutions, LLC**

Electric Motors and Controls

P.O. Box 95286

Oklahoma City, OK 73143

Phone: 405-601-1539 Fax: 405-601-1743

**Customer Quote RS153006**

Customer Name and Info
Name City of Guthrie
Address
City
zip
Attn: Richard Romine

Date	6/30/2015
GES	
REP	RMS
Project	Sludge pump and install

Per your inquiry, we are pleased to quote the following:

Description	QTY	U/M	Price Each	TOTAL
4SDWP-2 Wastecorp Sludgemaster disc pump, Max pump speed: 88 RPM, Motor Hp: 5, RPM: 1800, 0-112 GPM	1		\$23,920.00	\$23,920.00
Removing old pump and motor, installation of new pump and motor from original design. Repositioning the existing piping	1		\$11,699.00	\$11,699.00
The avail on the pump is 3-4 weeks the freight will be prepaid and added to the invoice				
Thank you! Please contact your GES Sales Team at sales@gesokc.com or 405-601-1539.	TOTAL (USD)		<b>\$35,619.00</b>	

\* All prices are quoted in US Dollars

\* Equipment subject to prior sale

\* Shipping Via: will advise

\* Payment Terms are Net 30 days, subject to credit approval

\* This quote expires 30 days from date

\* Estimated Delivery: see above

\* Prices above exclude sales tax and freight



MINUTES  
CITY COUNCIL MEETING  
Council Workshop  
July 7, 2015

The special meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Thursday, July 2, 2015, before 5:00 p.m. and held Tuesday, July 7, 2015, in the Guthrie City Hall 3<sup>rd</sup> Floor Conference Room.

Mayor Steven J. Gentling called the meeting to order at 6:00 p.m.

Members Present:	Steven J. Gentling	John Wood	Gaylord Z. Thomas
	Jeff Taylor	Sharyl Padgett	Ed Wood

Members Absent: Brian Bothroyd

Staff Present:	Larry Pannell	Randel Shadid	Kim Biggs
	Maxine Pruitt	Cody Mosley	Jim Ahlgren
	Don Sweger		

Mayor Gentling declared a quorum with six (6) Council Members in attendance.

**Public Comments.** None.

**Discussion of Excelsior Building.** Evelyn Nephew, member of the Save Our Library Excelsior (SOLE) committee, provided a brief history of the building from 1899 to present day. Lorenzo Hathorne provided a rough estimate for repairs that would significantly reduce further decaying of the building at a cost of \$31,000 using volunteers. Staff was asked to locate the title/deed and find out if asbestos is present in the building. The SOLE committee is to provide a plan of action for the building with timelines and to continue moving forward with the application process of a 501c3 status. This item will be placed on the August 4<sup>th</sup> workshop agenda for further discussion.

**Request for future items of discussion.** Excelsior Library, Signage for Entryways, Sales Tax, Ladder Truck, Cottonwood Creek low water dam, Liberty Lake, and Code of Ethics.

**Adjournment.** There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 6:57 p.m.

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Kim Biggs, City Clerk

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Steven J. Gentling, Mayor

MINUTES  
CITY COUNCIL MEETING  
July 7, 2015

The regular meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Thursday, July 2, 2015, before 5:00 p.m. and held Tuesday, July 7, 2015, in the Guthrie City Hall Council Chambers.

Mayor Steven J. Gentling called the meeting to order at 7:14 p.m.

Members Present:	Steven J. Gentling	John Wood	Gaylord Z. Thomas
	Jeff Taylor	Sharyl Padgett	Ed Wood

Members Absent: Brian Bothroyd

Staff Present:	Larry Pannell	Randel Shadid	Kim Biggs
	Maxine Pruitt	Cody Mosley	Jim Ahlgren
	Don Sweger		

Mayor Gentling declared a quorum with six (6) Council Members in attendance.

**Consent Agenda.** Consent Agenda Items G and H, Ground Hanger Lease Agreements, were removed for further discussion. Motion by Council Member Thomas, seconded by Council Member Taylor, moved approval of the Consent Agenda as follows:

- A. Consider approval of minutes of the Special City Council Meeting (Council Retreat) held on June 10, 2015.
- B. Consider approval of minutes of the Special City Council Meeting (Finance Committee) held on June 10, 2015.
- C. Consider approval of minutes of the City Council Workshop held on June 16, 2015.
- D. Consider approval of minutes of the Regular City Council Meeting held on June 16, 2015.
- E. Consider approval of minutes of the Special City Council Meeting held on June 29, 2015.
- F. Consider approval of minutes of the Special City Council Meeting held on June 30, 2015.
- I. Consider approval of Amendment of Lease for Hangar Space No. 13 to add an additional 2000 square feet at the current lease rate of \$0.17 per square foot per year.
- J. Consider approval of Right of Way Agreement with the Cox Cable Company for a permanent easement and right of way to lay, maintain, operate, relay and remove electric line at the airport.
- K. Consider approval to declare surplus property that has reached its useful life, become obsolete and/or is not functioning as surplus property and allow the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie.

Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood  
Nay: None

Mayor Gentling declared the motion carried unanimously.

**Consent Agenda Item G, Ground Hangar Lease Agreement with Ron and Toni Jewell, DBA R.K. Jewell Const. Inc.** Motion by Council Member Thomas, seconded Council Member Padgett, moved approval of a Ground Hangar Lease Agreement with Ron and Toni Jewell, DBA R.K. Jewell Construction Inc. for the lease of Hangar Space No. 20B to build a 55'x50' hangar with a lease space of 4408 square feet.

Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood  
Nay: None

Mayor Gentling declared the motion carried unanimously.

**Consent Agenda Item H, Ground Hangar Lease Agreement with Ron and Toni Jewell, DBA R.K. Jewell Const. Inc.** Motion by Council Member Thomas, seconded Council Member Padgett, moved approval of a Ground Hangar Lease Agreement with Ron and Toni Jewell, DBA R.K. Jewell Construction Inc. for the lease of Hangar Space No. 20C to build a 55'x50' hangar with a lease space of 4408 square feet. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood  
Nay: None

Mayor Gentling declared the motion carried unanimously.

**Appointment to Guthrie Convention and Visitor Board.** Motion by Vice Mayor J. Wood, seconded by Council Member Padgett, moved approval to appoint Gregory "Heady" Coleman to the Guthrie Convention and Visitor Board. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood  
Nay: None

Mayor Gentling declared the motion carried unanimously.

**City Manager's Report.** Congratulated Mr. Coleman and stated that he will be a great asset to the community. Announced that staff has begun working with the IAFF and FOP unions on new agreements; working on the Fiscal Year 2016 budget; and updated the community on events happening in Guthrie.

**Requests/comments from the members of the City Council.** Thanked Interim City Manager Pannell for his continued efforts and support in the interim capacity. All stated that they enjoyed the conversation with the Save Our Library Excelsior committee and look forward to more discussions.

**Executive Session.** Motion by Council Member Taylor, seconded by Council Member E. Wood, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001 Sections:

- A. 307 (B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (Interim City Manager).
- B. 307 (B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Manager).

Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood  
Nay: None

Mayor Gentling declared the motion carried unanimously at 7:37 p.m. Attending Executive Session were Mayor Gentling, Vice Mayor Wood, Council Members Thomas, Taylor, Padgett, and E. Wood, Human Resources Director Ahlgren, and City Attorney Shadid.

**Reconvene.** Mayor Gentling reconvened the Guthrie City Council Meeting at 8:10 p.m. and stated no action was taken in Executive Session.

**Consideration of action regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (Interim City Manager).** Motion by Vice Mayor Wood, seconded by Council Member Padgett, moved approval of continuing employment with Mr. Larry Pannell as interim city manager until July 31, 2015. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood  
Nay: None

Mayor Gentling declared the motion carried unanimously.

**Consideration of action regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Manager).** Motion by Council Member Thomas, seconded by Council Member Taylor, moved approval to enter into a contract with Mr. Bruce Johnson as the permanent city manager beginning August 1, 2015.

Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood

Nay: None

Mayor Gentling declared the motion carried unanimously.

**Adjournment.** There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 8:12 p.m.

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Kim Biggs, City Clerk

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Steven J. Gentling, Mayor



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

July 21, 2015

Contact

Justin Heid,
Airport Manager

Agenda Item

Consider approval of the Cooperative Service Agreement between Guthrie Edmond Regional Airport (GERA/Geoport) and the US Department of Agriculture for removal of deer, coyotes, and other wildlife on the airport property.

Summary

This request for approval on the attached Agreement is to assist in the control and eradication of wildlife on the Guthrie-Edmond Regional Airport ("Geoport").

The Airport will contract with the USDA to assist in wildlife mitigation when required for an annual allotment of 20 hours for \$800, with each additional being charged at a \$40 per hour rate. The airport manager will be taking on an active role in wildlife mitigation and depredation, resulting in quicker response times to wildlife issues. This service is budgeted for annually in the airport budget, which is reimbursed at 50% by the City of Edmond. It is requested that the Council consider approval of agreement between the USDA and the Guthrie-Edmond Regional Airport.

Table with 4 columns: Funding Expected, Budgeted, Account Number, Legal Review. Includes rows for Revenue/Expenditure, Yes/No, Amount (\$800.00), and N/A/Required.

Supporting documents attached

- Cooperative Service Agreement between Guthrie Edmond Regional Airport (GERA) and the US Department of Agriculture

Recommendation

Approve of agreement/contract and request the Mayor sign the Agreement

Action Needed: Public Hearing, Motion, Emergency Clause

**COOPERATIVE AGREEMENT**  
**OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY**  
**WILDLIFE SERVICES DIVISION**

**AND**

**CITY OF GUTHRIE, OK d/b/a GEOPORT (Cooperator)**

In accordance with 2 O.S. § 12-1, 29 O.S. § 5-201.1, 5-502, and 63 O.S. § 123.8, the Wildlife Services Division of the Oklahoma Department of Agriculture, Food, and Forestry (ODAFF, WS) located at 2800 N. Lincoln Blvd. P.O. Box 528804, Oklahoma City, Oklahoma 73152-8804, is authorized to conduct and enter into cooperative agreements for wildlife damage management activities and programs in the state to protect agriculture, property, human health and safety and natural resources. This Cooperative Agreement (Agreement) is made to augment the wildlife damage management program in Oklahoma.

Therefore, it is mutually agreed that:

1. The wildlife damage management programs conducted under the terms of this Agreement shall be conducted by ODAFF, WS, or employees of the U.S. Department of Agriculture, Wildlife Services as defined in 2 O.S. § 12-1. These same entities shall determine the appropriate salaries, employee expenses, plans and procedures necessary to best serve the interests of the parties hereto.
2. The Cooperator shall provide funds as outlined in the supplement to this cooperative agreement
3. The Wildlife Services Division Director or designee shall certify the correctness of all claims paid by any party to this Agreement and shall perform such other administrative functions as are agreed upon provided that no funds of the cooperator will be collected or disbursed by any employee working under the terms of this agreement, or transferred to any such employee except in payment for salaries and expenses in accordance with the plans and procedures formulated and agreed to under paragraph 1, above.
4. Nothing in this Agreement shall prohibit or prevent ODAFF, WS or the cooperator from entering into cooperative agreements with other entities.
5. The parties mutually agree to comply with 43CFR 17 of the provisions of Title VI of the Civil Rights Act of 1964 (78 U.S.C. § 252).
6. All captured wildlife, wildlife parts, or naturally occurring part or product relating to their life history, including but not limited to eggs, nest, or other items ancillary to the wildlife species, shall be property of the cooperative Oklahoma Wildlife Services Program.
7. This Agreement and any continuation thereof shall be contingent upon availability of appropriated or cooperative funds. It is understood and agreed that any monies allocated for the purpose of this Agreement shall be expended in accordance with its terms and in the manner prescribed by the fiscal rules and regulations and administrative policies of the

agency making the funds available. No provision of this agreement shall be interpreted to require the obligation or payment of funds in violation of the Anti-Deficiency Act, 31 U.S.C. § 1341 or any other applicable provision of law.

DURATION:

This Agreement shall be valid and in effect only after it is signed and dated, and shall not be valid past June 30, 2016.

TERMINATION AND AMENDMENTS:

This Agreement may be modified by mutually acceptable written amendments, and an addendum shall be duly executed by ODAFF and the Cooperator. Either party may request termination of this Agreement upon thirty (30) days written notice to the other party.

COMPLIANCE :

This Agreement is made expressly subject to applicable law and is to be construed in a manner consistent with applicable laws and regulations. The Parties expressly agree to comply with all of the laws of the United States, the State of Oklahoma and any political subdivision where any portion of the Agreement is to be performed, including all statutes, rules, or regulations now existing or that may be promulgated in the future including, but not limited to, the Occupational Safety and Health Act and the Fair Labor Standards Act. The parties shall comply with all local, state, and federal laws regulating employment practices, including those prohibiting discrimination based on sex, race, religion, creed, color, ethnic background, age, and disabilities. Acceptance of this Agreement constitutes awareness of and compliance with the requirements of the aforementioned laws and the Americans with Disabilities Act.

SEVERABILITY:

If any provision of this Agreement is found to be illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement or any renewal or extension of this Agreement, then it is the intention of the undersigned parties that the remainder of this Agreement that is not found to be illegal, invalid, or unenforceable shall remain in full force and effect.

ADDITIONAL TERMS AND CONDITIONS:

Any and all tort claims by the Cooperator against WS shall be governed by the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 et seq.

SEVEN YEAR RECORD RETENTION POLICY

Cooperator agrees to retain all necessary records, books, and any other reasonably necessary documentation relating to the nature, time, and scope of the Agreement, regardless of form, for a period of seven (7) years following completion or termination of the Agreement. If an audit, litigation, or other action involving the records is commenced before the end of the seven (7) year retention period, the records shall be maintained for three (3) years from the date that all issues arising out of the action are resolved.

STATEMENT OF WORK AND REIMBURSEMENT:

The Cooperator agrees to provide funds in the amount of \$800 as their contribution to the cooperative Wildlife Services program and will be charged out as follows:

20 hours at \$40.00 per hour to cover labor, travel and supplies.

Work conducted over the agreed upon 20 hours will be charged at \$40.00 per hour.

The work to be conducted is described below:

Removal of deer and coyote threatening aircraft and human health and safety by using legal and approved methods.

The cooperative Wildlife Services Program agrees to furnish supervision of the project and terms as outlined in the Cooperative Agreement.

Points of contact for the administration of this support agreement are as follows:

- a. Justin Heid, Director, Geoport, Guthrie, OK, (405)234-7577, jheid@cityofguthrie.com.
- b. Mr. Kevin Grant, Director, Wildlife Services, Oklahoma Department of Agriculture, (405) 521-4039, kevin.grant@ag.ok.gov

**AGREED AND EFFECTIVE** as of the date of the latter signature below.

Date \_\_\_\_\_, 20\_\_\_\_ Geoport Airport, Guthrie, OK

\_\_\_\_\_

Date 7/1, 20 15 Oklahoma Department of Agriculture, Food, and Forestry

Kevin Grant - WS Director

*for* Jim Reese, Secretary and Commissioner of Agriculture/Designee



**Agenda Item Cover Letter**

**Meeting**

City Council  
 GPWA  
 Other: \_\_\_\_\_

**Date of Meeting**

July 21, 2015

**Contact**

Cynthia O, Director of  
Library Services

**Agenda Item**

Consider approval to accept a grant in the amount of \$921.20 from the Oklahoma Humanities Council for the purpose of conducting a "Let's Talk About It, Oklahoma!" program at the Guthrie Public Library and authorizing Library staff to sign the corresponding agreement.

**Summary**

This grant from the Oklahoma Humanities Council is available to public libraries in Oklahoma to present a reading and discussion program. Through the grant, the Oklahoma Humanities Council will provide multiple copies of the books for participants to borrow and will pay a stipend to each of the four scholars who are scheduled to lead the book discussions. The theme for this series is "The Oklahoma Experience: From Wilderness to Metropolis," which will run one Monday per month from August through November.

<b>Funding Expected</b>	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
<b>Budgeted</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	<u>LIB 30-30-06-6541</u>	<b>Amount</b>	<u>\$921.20</u>
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

- Y15.055 Agreement

**Recommendation**

Authorize Library Staff to submit the grant agreement and accept grant funds from the Oklahoma Humanities Council to conduct the program, "Let's Talk About It, Oklahoma!"

**Action Needed**       Public Hearing       Motion       Emergency Clause



## **AGREEMENT**

### **Let's Talk About It, Oklahoma**

THIS AGREEMENT STIPULATES CONDITIONS APPLYING TO THE FOLLOWING GRANT MADE BY THE OKLAHOMA HUMANITIES COUNCIL UNDER ITS GRANT FROM THE NATIONAL ENDOWMENT FOR THE HUMANITIES:

PROJECT NO: Y15.055

GRANTEE: City of Guthrie (Guthrie Public Library)

TITLE OF PROJECT: The Oklahoma Experience: From Wilderness to Metropolis

OUTRIGHT GRANT FUNDS AWARDED: \$921.20

LOCAL COST-SHARE: \$1,162.24

PERIOD OF GRANT: 05/11/2015 - 11/30/2015

LETTER OFFERING GRANT DATED: 05/18/2015

DATE OF THIS AGREEMENT: 05/18/2015

#### **A. AUTHORIZATION OF GRANT**

The Oklahoma Humanities Council (OHC) is authorized by the National Endowment of the Humanities (NEH) to make grants to private nonprofit organizations; institutions of higher education; state, local, and federally recognized Indian tribal governments; institutions of the federal government; and groups of persons that form an association to carry out a project. These organizations and groups must be constituted for nonprofit purposes and it is not necessary that such organizations or groups be incorporated or have tax-exempt status. By accepting this grant, the recipient warrants itself to be qualified under the above definition. It is the responsibility of the grantee to promptly notify the Oklahoma Humanities Council (OHC) of any change from this status.

B. DEFINITION AND SCOPE OF PROJECT

Acceptance of this award creates a legal duty on the part of the grantee to use the funds exclusively for the purpose of carrying out the humanities project as described in the grantee's application with any modifications or conditions stated by the OHC in its letter offering the grant award. The grantee agrees to comply fully with the terms and provisions of this agreement and the grant award letter.

C. RELATIONSHIP OF GRANTEE TO OHC

The grantee is not an agent of the OHC, but is an independent contractor. The grantee shall have no authority to bind the OHC to any agreement. The grantee shall indemnify and hold OHC harmless from any and all claims by third persons arising from the acts or omissions of the grantee. The grantee may not, without prior approval, represent any grant activity as being carried out by or for the OHC, the NEH, or the federal government.

D. LIMITATIONS ON THE USE OF GRANT FUNDS

1. Grant funds must be obligated during the grant period. Payment of all outstanding commitments made by Grantee shall be made no later than ninety (90) days following the termination date of the grant.

2. Grantee must submit proposed grant revisions specified below in writing **before they are incurred**, for approval by OHC:

Program Changes: all changes in the scope or the objectives of the project, the project director, or the duration of the project; prior approval is required before the grantee may subcontract or transfer substantive project work.

Budget Changes:

a) Changes that involve the addition or deletion of substantial budget items, the inclusion of costs that were specifically disallowed by the terms of the grant award, the transfer of funds allotted for training purposes (for example, participant stipends and fellowship awards), and the transfer of funds that were budgeted for direct costs to absorb increases in indirect cost type items.

b) The transfer of funds among direct costs categories when the effect is to change the scope or objectives of the project.

3. The Grantee shall refund to the OHC all sums paid under the grant which are found not allowable under terms of the Cost Principles (section E), and all funds received from the OHC which remain uncommitted at the completion of the grant.

E. COST PRINCIPLES

1. No funds from this grant will be used to pay the costs of entertainment, amusement or social activities.

2. Necessary travel expenses will be allowed at the current IRS allowable rate.

F. GRANT ACCOUNTING AND REPORTS

1. The grantee must maintain records that adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to obligations, unobligated balances, assets, liabilities, expenditures and income. For sponsoring organizations that do not have a double-entry accounting system in place, the OHC will provide upon request a check-log form with instructions, which when utilized by the grantee will satisfy this requirement.
2. The grantee shall retain financial records and documentation of disbursements and matching funds, including organizational resources, cash, and cost-share services, for three (3) years following the submission of the final financial report for a grant and will furnish the OHC, upon request, with reasonable proof of the value of cost-share contributions. A sample form to facilitate documentation of cost-share contributions is included in the LTAIO grantee packet.
3. During the period of the grant and for three (3) years thereafter, the grantee shall provide access to the OHC or its designated representatives to its books, records and accounts relating to the grant.
4. Grantees shall have ninety (90) days from the completion date of the grant period to submit the above mentioned Final Financial and Evaluation reports.

G. ACKNOWLEDGMENT OF GRANT SUPPORT

1. **The Grantee shall include and agrees to include the following statement in all publicity and printed materials:**

**"BOOKS, SERVICES, AND OTHER MATERIALS FOR THIS SERIES ARE PROVIDED BY LET'S TALK ABOUT IT, OKLAHOMA, A PROJECT OF THE OKLAHOMA HUMANITIES COUNCIL WITH FUNDING FROM THE NATIONAL ENDOWMENT FOR THE HUMANITIES. FUNDING FOR THIS SERIES WAS PROVIDED BY GRANTS FROM THE INASMUCH FOUNDATION AND KIRKPATRICK FAMILY FUND. ANY VIEWS, FINDINGS, CONCLUSIONS, OR RECOMMENDATIONS EXPRESSED IN THESE PROGRAMS DO NOT NECESSARILY REPRESENT THOSE OF OHC OR NEH."**

2. The Grantee shall inform all participants paid with grant funds that their fees/honoraria are made possible by a grant from the OHC and the NEH, and that the NEH is an independent agency under the Executive Branch of the Federal Government.
3. The grantee agrees to include in each program the acknowledgment that this is a humanities program provided by the Oklahoma Humanities Council with funding from the National Endowment for the Humanities.

#### H. PUBLICATIONS

The grantee may publish, without charge to grant funds, the results of grant activity provided that such publications (written, visual, or audio) contain the acknowledgments of OHC grant funds.

#### I. COPYRIGHT

Grantee does hereby assign and convey to the OHC and the NEH or their assigns, the right to unlimited use and reproduction of all materials of every nature, including copyrighted matter, which shall or may be produced by reason of the project funded by the OHC grant award.

#### J. CIVIL RIGHTS

The grantee agrees that no person shall be denied full participation in any aspect of this project on the grounds of race, color, sex, age, national origin, creed, political affiliation or opinion, sexual orientation, veteran's status, or disabilities.

#### K. TERMINATION OF GRANTS

1. If, in OHC's judgment, the grantee is not in full compliance with the terms and conditions of this grant, it may at its discretion, after consultation with the grantee, terminate on 30 days written notice, the grant, in whole or in part.
2. Such termination may affect any commitment which, in the judgment of OHC, had been obligated prior to the effective date of termination. The grantee agrees to furnish OHC within 60 days of the date of termination an itemized accounting of funds expended, obligated and remaining under the grant. The grantee also agrees to remit within 30 days of the receipt of a written request any amount found due.
3. A grantee which has received a notice of termination may request from OHC a review of the termination action. The request must be postmarked no later than thirty (30) days after the date of the termination notice and should be addressed to the executive director, Oklahoma Humanities Council, 428 W. California, Suite 270, Oklahoma City, OK 73102. The request must contain a full statement of the grantee's position and the pertinent facts and reasons that support such a position. The executive director will promptly acknowledge the request for review and will notify the Council's executive committee to review and resolve the issue. Pending such resolution, the notice of termination will remain in effect.
4. The OHC staff will not participate in the decision of the executive committee. The executive committee will have full access to all relevant OHC and program materials and may request additional information from the grantee and from OHC staff. The executive committee may meet with representatives of both groups to discuss the pertinent issues. All review activities will be documented by the executive committee. Based on its review, the executive committee will advise the parties concerned of its decision.

L. EVALUATION

The grantee must render to OHC upon request reports in such form and containing such information as the OHC shall direct. Included will be an evaluation of the project on a form to the provided by OHC.

M. AUTHORIZED SIGNATURES

The grantee stipulates that the signatures below include those of officials authorized to commit grantee to the terms of this agreement, and that the officials have read and agreed to the terms of this agreement, the OHC Guidelines, and the grant award letter.

OKLAHOMA HUMANITIES COUNCIL

By: Ann Thompson Date: May 18, 2015  
Ann Thompson, Executive Director

City of Guthrie (Guthrie Public Library)  
*Grantee*

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Cynthia O, Authorizing Official

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Cynthia O, Project Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Candy Ford, Fiscal Agent



**Agenda Item Cover Letter**

**Meeting**

City Council  
 GPWA  
 Other: \_\_\_\_\_

**Date of Meeting**

July 21, 2015

**Contact**

Jessie Bryan,  
 Purchasing Agent

**Agenda Item**

Consider approval of allowing staff to solicit bids for demolition and removal of dilapidated structures as declared by City Council.

**Summary**

City staff identified 31 dilapidated structures throughout the community in need of repair or removal. Twenty of the property owners have been granted extensions to allow more time to become compliant with City Code. Currently, eleven (11) structures are listed to be either repaired or removed this fiscal year. The solicitation for bids will allow for an award to be based on the cost of a per lot basis or on a lump sum basis, whichever method is deemed to be in the best interest of the City. In addition, if any owners of the listed properties wish to demolish their structure, that individual piece of property will be removed from the list and will not be considered in making an award.

The properties identified include:

N. 1 <sup>st</sup> Street (Barn)	303 E. Lincoln
502 S. Drexel	508 S. 4 <sup>th</sup> Street
506 S 3 <sup>rd</sup> Street	623 E Oklahoma
411 S. Walnut	202 S. Drexel
502 E. Lincoln	711 S. Locust
514 S. 4 <sup>th</sup> Street	

**Funding Expected**     Revenue     Expenditure     N/A

**Budgeted**     Yes     No     N/A

**Account Number**    \_\_\_\_\_ **Amount**    \_\_\_\_\_

**Legal Review**     N/A     Required    Completed Date: \_\_\_\_\_

**Supporting documents attached**

- None

**Recommendation**

Approve solicitation of bids.

**Action Needed**     Public Hearing     Motion     Emergency Clause



**Agenda Item Cover Letter**

**Meeting**

City Council  
 GPWA

Public

Other: Hearing

**Date of Meeting**

July 21, 2015

**Contact**

Cody Mosley,  
Community & Economic  
Development Director

**Agenda Item**

Public hearing on Rezoning Application No. 181030-000000-000000 from A-1 to I-2.

**Summary**

The Guthrie Planning Commission met on July 9, 2015 to hear an application to rezone property located north of College immediately west of I-35. Several neighbors were sent notification of the Planning Commission’s meeting to hear an application to rezone property within 300 feet of their property. The application was made on behalf of the current owner for a pending contract on the property. The contract states that the purchase of the property is contingent on it being zoned appropriately for use. The potential buyer of the property showed up, but did not have renderings for what the property would be used for. The neighbors that were in attendance expressed concern that the rezoning would be issuing full authority with no guarantee as to what activity would be going on. The potential buyer explained that he would be able to present a more detailed version of the project at the next Planning Commission meeting if warranted. The Planning Commission members that were present to vote voted unanimously to table the recommendation until the next meeting. At this time there is no action warranted. Letters were sent out to the public stating that there would be a public hearing held at the July 21<sup>st</sup> City Council meeting.

<b>Funding Expected</b>	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
<b>Budgeted</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>Account Number</b>	<b>Amount</b>		_____
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

- None

**Recommendation**

None

**Action Needed**     Public Hearing     Motion     Emergency Clause



**Agenda Item Cover Letter**

**Meeting**  
 City Council  
 GPWA  
 Other: \_\_\_\_\_

**Date of Meeting**  
July 21, 2015

**Contact**  
Maxine Pruitt,  
Municipal Services Director

**Agenda Item**

Discussion and possible action on Interlocal Cooperative Agreement and Resolution between the Logan County Board of Commissioners and the City of Guthrie for brush removal services on Prairie Grove Road.

**Summary**

The City of Guthrie currently provides full maintenance for one quarter mile of Prairie Grove Road running east of Division Street. Logan County District 2 begins maintenance on Prairie Grove Road at the end of City of Guthrie’s quarter mile portion of road. Logan County District 2 was approached by citizen Barry Cogburn about removing the encroaching brush on either side of Prairie Grove Road. Removal of the brush will allow larger vehicles to travel the road without being scratched or damaged when trying to reach the storage facility that is located on Prairie Grove Road. Mr. Cogburn will make a donation to the Board of County Commissioners for labor and equipment.

The Logan County Board of Commissioners has supplied a resolution and an interlocal agreement between Logan County District 2 and the City of Guthrie for the purpose of removing the brush on both sides Prairie Grove Road which includes the quarter mile portion maintained by the City of Guthrie. The agreement is for one year. The Logan County Board of Commissioners approved Resolution #15 072 on July 1, 2015. Once the Guthrie City Council has approved the agreement it will be returned to the County for filing and will be sent to the Attorney General of the State of Oklahoma for final approval.

This resolution and interlocal agreement will benefit both Logan County and the City of Guthrie.

**Funding Expected**     Revenue                       Expenditure                       N/A  
**Budgeted**                       Yes                                       No                                       N/A  
**Account Number**                      \_\_\_\_\_ **Amount**                      \_\_\_\_\_  
**Legal Review**                       N/A                                       Required                      Completed Date: \_\_\_\_\_

**Supporting documents attached**

- Resolution No. 15 072 and Interlocal Agreement

**Recommendation**

Approve Resolution No. 15 072 and Interlocal Agreement with Logan County Board of Commissioners for brush removal services on Prairie Grove Road.

**Action Needed**                       Public Hearing                       Motion                       Emergency Clause

INTERLOCAL COOPERATIVE AGREEMENT AND RESOLUTION BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY, OKLAHOMA, AND THE CITY OF GUTHRIE, OKLAHOMA FOR TREE TRIMMING AND POSSIBLE REMOVAL OF TREES ON EAST PRAIRIE GROVE ROAD

RESOLUTION # 15 072

This INTERLOCAL COOPERATIVE AGREEMENT is made and entered into pursuant to the provisions of the Interlocal Cooperation Act., 74 O.S., Section 1004, between THE BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY, a political subdivision organized and existing under the laws of the State of Oklahoma (LOGAN COUNTY), and THE CITY OF GUTHRIE, OKLAHOMA, a municipal corporation.

WHEREAS, Logan County District 2 wishes to enter into a mutually beneficial agreement with the City of Guthrie for the purpose of Logan County District 2 assisting with the tree trimming and possible removal of debris in the Right of Way along East Prairie Grove Rd, located between Sections 21 & 28- Township 16N- Range 2W in Logan County; and

WHEREAS, the purpose of this agreement is to provide a safe traversable roadway for public vehicles which will be traveling on a county road which extends into Guthrie, Oklahoma and becomes a city road. Trees are currently damaging high profile vehicles; and

WHEREAS, Logan County and City of Guthrie mutually agree that such maintenance will efficiently address the needs of citizens of both political subdivisions,

THEREFORE BE IT RESOLVED that the parties agree as follows:

LOGAN COUNTY (DISTRICT 2) SHALL:

1. Provide county-owned or contracted machinery, equipment and labor for tree trimming along said road in conjunction with citizen Barry Cogburn making a donation of funds to the Board of County Commissioners.
2. District 2 Commissioner Michael Pearson shall serve as Administrator of the Agreement

THE CITY OF GUTHRIE SHALL:

1. Allow Logan County District 2 access to the aforementioned road right-of-way and improve any drainage in the City's jurisdiction.

DURATION: This agreement shall extend through one year from approval of the Attorney General of the State of Oklahoma. Should the need arise to renew or extend this agreement, the appropriate affirmative actions of the governing bodies of both parties shall be required.

EFFECTIVE: This agreement shall become effective upon the last date that the following events are completed:

- a. Approval by Resolution of the Board of County Commissioners of Logan County, Oklahoma, and execution by the Chairman thereof;
- b. Approval by Resolution of the City of Guthrie and execution by the City Manager thereof;
- c. Filing of this agreement with the County Clerk of Logan County, Oklahoma, in accordance with 74 O.S. Section 1004; and
- d. Approval of the Attorney General of Oklahoma in accordance with 74 O.S. Section 1004.

WAIVER OF CLAIMS: Each party waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement.

Execution: This Interlocal Cooperative Agreement is approved by the Board of County Commissioners of Logan County, Oklahoma, by adoption of its Resolution No. \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Execution: This Interlocal Cooperative Agreement is approved by the City of Guthrie Oklahoma by adoption of its Resolution No. \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

LOGAN COUNTY BOARD OF COMMISSIONERS

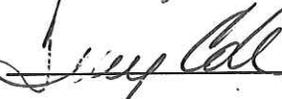
CITY OF GUTHRIE, OKLAHOMA

  
\_\_\_\_\_

\_\_\_\_\_

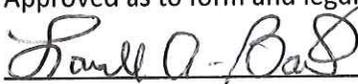
  
\_\_\_\_\_

MAYOR

ATTEST:   
Troy Cole, County Clerk



ATTEST: \_\_\_\_\_  
City Clerk

Approved as to form and legality:  
  
Assistant District Attorney

- a. Approval by Resolution of the Board of County Commissioners of Logan County, Oklahoma, and execution by the Chairman thereof;
- b. Approval by Resolution of the City of Guthrie and execution by the City Manager thereof;
- c. Filing of this agreement with the County Clerk of Logan County, Oklahoma, in accordance with 74 O.S. Section 1004; and
- d. Approval of the Attorney General of Oklahoma in accordance with 74 O.S. Section 1004.

WAIVER OF CLAIMS: Each party waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement.

Execution: This Interlocal Cooperative Agreement is approved by the Board of County Commissioners of Logan County, Oklahoma, by adoption of its Resolution No. \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

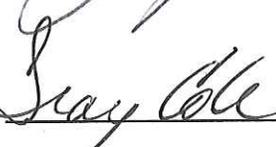
Execution: This Interlocal Cooperative Agreement is approved by the City of Guthrie Oklahoma by adoption of its Resolution No. \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

LOGAN COUNTY BOARD OF COMMISSIONERS

CITY OF GUTHRIE, OKLAHOMA

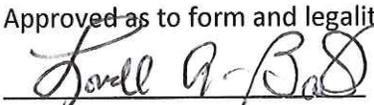
  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
  
 \_\_\_\_\_

\_\_\_\_\_  
 MAYOR

ATTEST:   
 Troy Cole, County Clerk



ATTEST: \_\_\_\_\_  
 City Clerk

Approved as to form and legality:  
  
 Assistant District Attorney

- a. Approval by Resolution of the Board of County Commissioners of Logan County, Oklahoma, and execution by the Chairman thereof;
- b. Approval by Resolution of the City of Guthrie and execution by the City Manager thereof;
- c. Filing of this agreement with the County Clerk of Logan County, Oklahoma, in accordance with 74 O.S. Section 1004; and
- d. Approval of the Attorney General of Oklahoma in accordance with 74 O.S. Section 1004.

WAIVER OF CLAIMS: Each party waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement.

Execution: This Interlocal Cooperative Agreement is approved by the Board of County Commissioners of Logan County, Oklahoma, by adoption of its Resolution No. 15-072 this 1 day of July, 2015.

Execution: This Interlocal Cooperative Agreement is approved by the City of Guthrie Oklahoma by adoption of its Resolution No. \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

LOGAN COUNTY BOARD OF COMMISSIONERS

CITY OF GUTHRIE, OKLAHOMA



\_\_\_\_\_



MAYOR



ATTEST: 

ATTEST: \_\_\_\_\_

Troy Cole, County Clerk

City Clerk



Approved as to form and legality:



Assistant District Attorney



**Agenda Item Cover Letter**

<b>Meeting</b>	<b>Date of Meeting</b>	<b>Contact</b>
<input checked="" type="checkbox"/> City Council	July 21, 2015	Kim Biggs,
<input type="checkbox"/> GPWA		City Clerk / Treasurer
<input type="checkbox"/> Other: _____		

**Agenda Item**

Discussion and possible action of Resolution No. 2015-12 amending the billing schedule for rural fire runs as recommended by the Citizens Rate and Fee Advisory Committee.

**Summary**

The billing schedule for rural fire runs was approved by Council on July 10, 2007. The schedule addresses the use of all services related to each run including the costs of equipment, materials, and manpower utilized. The proposed amendment is to clarify that each charge per unit is based on “per hour” rather than a flat fee.

<b>Funding Expected</b>	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
<b>Budgeted</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>Account Number</b>	_____	<b>Amount</b>	_____
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

- Resolution No. 2015-12
- Billing Procedure for Fire Services, Exhibit A

**Recommendation**

Approve Resolution No. 2015-12 as recommended by the Citizens Rate & Fee Advisory Committee.

<b>Action Needed</b>	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Emergency Clause
----------------------	---	--	---

**RESOLUTION NO. 2015-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUTHRIE AMENDING FEES, CHARGES AND POLICIES FOR SERVICES IN CONNECTION WITH FIRE RUN SERVICES.**

**WHEREAS**, the Guthrie City Council has heretofore adopted Ordinance No. 2719, also known as the Master Fee Ordinance, which is a comprehensive compilation of all rates, charges and fees to be charged for services provided by either or both the City of Guthrie and the Guthrie Public Works Authority;

**WHEREAS**, said Ordinance provides that the rates, charges and fees for services may be revised and amended as necessary by Resolution; and

**WHEREAS**, the Guthrie City Council has determined that in order to provide uniform rates, charges, fees and policies for services in connection with Fire Run Services that the same should be revised and amended.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Guthrie, Oklahoma, that:

1. The rates, charges, fees and policies for services provided in connection with Emergency Medical Services as contained in the attached "Exhibit A" are hereby adopted and incorporated herein by reference.
2. Said rates, charges, fees and policies shall become effective immediately.

PASSED and approved the \_\_\_\_ day of July 20\_\_.

CITY OF GUTHRIE

\_\_\_\_\_  
Steven J. Gentling  
Mayor

ATTEST:  
(Seal)

\_\_\_\_\_  
Kim Biggs  
City Clerk

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Randel Shadid  
City Attorney

## **BILLING PROCEDURE FOR FIRE SERVICES**

There are no charges for fire services involving structures, vehicles, grass, and rescue operations within the city limits with the **EXCEPTION** of hazardous materials incidents or spills as detailed in this document.

All fire services including, but not limited to, structure fires, vehicle fires, grass fires, hazardous conditions, rescue/recovery/extrication operations, and hazardous materials incidents and spill services provided outside the city limits will be charged according to the following **Rural Fire Services Schedule**:

- \$300 per unit, **per hour**. Includes engines, rescues, Special Operations units, ladders, grass/brush trucks, tankers, and boats.
- \$150 per Command Unit, **per hour**.
- Disposal of hazardous waste, \$10.00 per unit. (unit being any part of a gallon) (this also applies to residents within the City Limits of Guthrie and fire subscribers)
- Foam used on scene, \$20.00 per unit (unit being any part of a gallon) (this also applies to residents within the City Limits of Guthrie and fire subscribers)
- \$15 per man-hour for incidents involving straight time.
- \$30 per man-hour for incidents involving overtime.
- Man-hours are (1) hour minimum. Any partial hours are billed as a whole hour.

## **SPECIAL POLICY/PROCEDURES**

### ***RURAL FIRE RESIDENTS***

The City of Guthrie offers to all rural residents that are located within our fire response area the option to subscribe to a **fire subscription plan**. This is a subscription-based membership service for fire services performed outside the city limits of the city. Such services include, but are not limited to, structure fires, vehicle fires, grass fires, hazardous conditions, and rescue/recovery/extrication services. There is an annual \$100.00 fee to the City of Guthrie. Each incident where fire services are provided to a member of the **Rural Fire Subscription plan** at a location outside the City limits is free with the exception of disposal of hazardous waste and the use of foam material.

### ***RURAL FIRES INVOLVING MULTIPLE PROPERTIES***

Whenever the fire department enters the property of a rural resident and provides any fire services the property owner will be billed for the service according to this schedule.

When a fire involves multiple properties, each property owner is billed for the services provided to their property; those charges are normally manpower and equipment. It is up to the property owner to collect any damages or reimbursement from the responsible party.

### ***RURAL COMMAND/RESCUE/RECOVERY/EXTRICATION SERVICE.***

Citizens who reside inside the City of Guthrie or are subscribers of the fire subscription plan will not be billed for any command/rescue/recovery/extrication immediately following:

#### **Incident Command**

Whenever the Fire Chief, a Battalion Chief, or Staff Officer responds outside the City and establishes Command at the scene of an emergency the \$150 Command unit charge will apply. For incidents that require the deployment of multiple Command level officers to fill the positions in the Incident Command System the \$150 for each unit will apply.

#### **Automobile Accident Rescue and Extrication**

Each driver of a vehicle involved in a collision outside the city limits requiring the use of Fire Department personnel to stabilize the vehicle, extricate victims, assist medical crews with patient care, or performs scene safety operations will be billed according to the this Schedule. A multiple vehicle accident where the responding units have to stabilize the vehicle, extricate victims, assist medical crews with patient care, or perform scene safety operations will result in each driver receiving a charge for services. Charges will apply if the responding fire and rescue crews perform any kind of on-scene action.

#### **Rescue Operations (Rescue Mode)**

Each person receiving rescue services (rescuing a surviving person) outside the City of Guthrie related to water incidents, trench rescue, confined to space, or high angle will be billed for services according to the this schedule

#### **Recovery Operations (Recover Mode)**

The estate of each person receiving recovery services (retrieving a deceased body) outside the City of Guthrie related to water incidents, trench rescue, confined space, or high angle will be billed for services according to this schedule

### ***HAZARDOUS MATERIALS INCIDENTS AND SPILLS***

The responsible party (spiller) will be billed for all costs connected with conducting operations at the scene of Hazmat emergencies regardless of location. Businesses inside city limits will not be billed for containment services.

The spiller will be billed for the apparatus and manpower charges as detailed in this schedule. Additionally, the spiller will be billed for disposable equipment and supplies used in the incident.

***MUTUAL AID***

Calls from surrounding fire departments for mutual aid within their district will not result in response charges, **EXCEPT** in cases where Guthrie Fire responds to assist the departments with chemical related incidents including oil tank fires. These cases will be managed according to the policy for **Hazardous Materials Incidents and Spills** directly above.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2015

Eric Harlow, Fire Chief  
Guthrie Fire Department



Agenda Item Cover Letter

Meeting: x City Council, Date of Meeting: July 21, 2015, Contact: Cynthia O, Director of Library Services

Agenda Item

Discussion and possible action of Resolution No. 2015-11 amending the General Library Policy and Fee Schedule as recommended by the Library Board and Citizens Rate and Fee Advisory Committee.

Summary

State guidelines require regular review and updating of library policies. Updates consist of more precise and consistent verbiage and clarification of practices including rules regarding library cards for minor children, damaged items, book drop, deselection of materials, blocked cards and tobacco use.

Funding Expected: Revenue, Expenditure, Budgeted: Yes, No, Account Number: [00-00-00-0000], Amount, Legal Review: N/A, Required, Completed Date:

Supporting documents attached

- 2015 Guthrie Public Library General Policy & Fee Schedule - Final Draft
Resolution No. 2015-11

Recommendation

Approve Resolution No. 2015-11 as recommended by the Library Board and Citizens Rate & Fee Advisory Committee.

Action Needed: Public Hearing, Motion, Emergency Clause

# **Guthrie Public Library General Policies**

*Approved by Library Board 5-14-15*  
*Approved by Guthrie City Council 7-21-15*  
(Resolution 2015-11)

The Guthrie Public Library supports the *American Library Association's Library Bill of Rights* with the attendant interpretations, the *Freedom to Read Statement*, the *Freedom to View Statement* and the *Statement on Confidentiality of Library Records*. The following policies are in no way meant to jeopardize or inhibit these principles or statements.

## **PART I: Mission Statement**

To provide and to encourage the use of library resources and services where the Guthrie Public Library can best meet the evolving educational, recreational, and informational needs of the residents of Logan County and the City of Guthrie, thus enhancing individual and community life.

## **PART II: Circulation Policy**

### **A. Eligibility for Library Cards**

#### **1. Resident Card**

All residents of Logan County are eligible for a Guthrie Public Library card.

#### **2. Non-Resident Card**

Any person who does not qualify for a Guthrie Public Library card but wishes to borrow material from the library may be given a non-resident card for a fee (See attached fee schedule) which entitles that person to full library service for twelve months.

#### **3. Institutional Card**

Organizations with an educational mission may be eligible to receive an institutional card with the Library Director's authorization. Loan maximums will be set based on the institution's needs and the library's ability to meet those needs without jeopardizing services or materials available for other patrons.

#### **4. Student Card**

Students who attend school districts that serve Logan County are eligible for a library card. Proof of school enrollment or residence must be shown at the time of application and annually thereafter as applicable. Parents of minor children must sign the library card application in accordance with registration and renewal procedures.

### **B. Library Card Registration and Renewal**

#### **1. Library Cards for Adults**

An application form must be completed for every person 18 and older wanting to borrow materials from the library. Proof of home address is required as part of the application process. Identification must include photo identification and any item showing name and current address, such as a recent utility bill, rent receipt, imprinted personal check, or valid current vehicle registration.

## 2. Library Cards for Children

- a. The library requires that a parent or legal guardian have a personal library account and be present to sign the application form for their children 17 years or younger. This acknowledges responsibility for library materials checked out by their children and payment of any fines, fees or charges incurred by their children. Proof of custody must be shown if requested by library staff. Minor children must be attached to the parent or legal guardian's own library account.
- b. When a child reaches age 18, the patron may transition to an adult card under the adult card policy above. The account will then be detached from the parent or guardian.

## 3. Renewal of Library Cards

Library cards are issued for one year from the date of the application. Resident and institutional cards will be renewed upon confirmation that the patron's name, address, and phone number have not changed and updating the record if they have. Likewise, student cards will be renewed upon confirmation of the student's name, address, phone number, and proof of school enrollment or residence. Non-resident cards will be renewed upon confirmation of name, address, and phone number and payment of the annual fee.

## C. Borrowing Records

Records of cardholders are confidential. The computer maintains records only for the current and previous borrower of a particular item.

## D. Standard Loan Rules

1. A library card must be presented at checkout. A driver's license may be used in lieu of a library card on occasion but not on a regular basis. If a patron loses his or her library card, a replacement card must be purchased according to the fee schedule.
2. Patrons are responsible for materials checked out on their library card.
3. A maximum of ten (10) items, three (3) of which may be movies, may be checked out on a card. On the day a new library card is issued, only two (2) items may be borrowed. On the return of those items, the patron will have full privileges.
4. Patrons may renew items that are not on Reserve for another patron. Patrons may have two consecutive renewals. If the patron wishes to keep the item(s) longer, he or she must bring the item(s) into the library to be checked in and rechecked on the patron's card. Telephone renewals will be accepted.
5. Customers will be charged the replacement cost plus a \$5 processing fee for any item damaged while checked out on a customer's library card, regardless of who is in possession of the item, or any item damaged by a customer during in-library use. Customers who show proof of substantial financial hardship may be given the option of a payment plan, the terms of which will be determined by the Director.

6. Any patron who claims to have returned an item which cannot be located or confirmed by library staff two (2) times will be prohibited from borrowing further materials. Borrowing privileges can be restored upon replacement or payment for the item of highest value.
7. The outdoor library book return is intended as a convenience to library patrons; however, the patron makes the choice to use or not use the outdoor book return and is therefore responsible for any theft or damage to items that occurs from using the outdoor book return.

E. Loan Periods

Materials may be checked out for the period defined in the chart below. A total of ten (10) items per card may be checked out. Reference books and items designated at “Non-Circulating” do not check out to the public.

<b>Type of Material</b>	<b>Loan Period</b>	<b>Renewals</b>	<b>Checkout Limit</b>
Books, Audiobooks (CD or Playaway), music CDs, Multimedia Kits, Periodicals, Encyclopedias	14 days	2	10 items per card
High demand items as determined by the Reserve wait list	7 days	None	1 high demand item per card
Video media	7 days	2	3 videos per card
Downloadable eMedia	7 or 14 days	Item dependent	6 items per card

F. Overdue Procedures

Library customers are responsible for tracking due dates for borrowed materials. If a customer chooses to provide a functional email address, the customer will receive courtesy system-generated emails that remind about approaching due dates and/or notify of past due items.

**PART III. Collection Management**

A. Responsibility for Collection Management

The Director of Library Services is responsible for selection and management of all library materials within the framework of this policy. Actual selection and management activities are shared among trained library staff who shall discharge this obligation consistent with this policy and established procedures.

B. Guidelines for Selection

1. Materials will be chosen in accordance with the stated mission of the library and the following guidelines. The order of the criteria does not indicate relative importance.

- a. Community needs, interests and demands.

- b. Relationship to existing materials in order to achieve a balanced collection.
- c. Clarity, accuracy and objectivity of information and/or presentation.
- d. Suitability of subject, style and reading level for the intended user.
- e. Positive reviews in selection aids.
- f. Artistic, literary, historic and/or scientific merit.
- g. Reputation and/or authority of the author, editor, illustrator or publisher.
- h. Price in relation to total budget, availability and demand.
- i. Format and durability.
- j. Availability of shelf space.

#### 1. Audio-Visual Media

New audio-visual media that are introduced into the marketplace are studied carefully to assess their suitability for public library use. If it is determined that they will receive lasting and wide-spread public acceptance, collections of new forms will be added to the library according to the selection criteria above.

#### 2. Video Collection

a. Non-fiction/Non-theatrical videos. Definition of non-theatrical videos: general interest non-fiction and short fiction works produced for the education and home video markets, including items such as documentaries, how-to, self-paced learning and instruction, travel, music, health and fitness, dance, theater, inspiration, etc. Non-theatrical videos are purchased when the format provides a useful way of presenting information to a patron. Titles are acquired in all general subjects.

b. Entertainment/feature videos. Definition of feature videos: full-length dramatizations including foreign and U.S. produced contemporary films and classics. The library will provide entertainment feature films for adults and children that are established classics, major award winners, film versions of books, important representative films from other countries, and titles from the “Best Films” lists that are periodically published by critically-recognized journals and reviewers. Final selection will be based on judgment of the film’s overall merit, using several specific criteria. To be acquired, a film will meet at least one of the following criteria: be of present and potential relevance to community needs; provide insight into human and social needs; provide high quality performances; be produced with technical skill; or be an outstanding example of artistic expression. In addition, feature films determined to be appropriate for general family viewing may also be added to the collection.

#### 4. Paperback Books

Paperback books will be purchased and catalogued only if unavailable in hardback form.

#### 5. Selection Aids

Professional reviewing media and in-library inspection are used for selection of materials.

#### 6. Materials Not Selected

##### a. Rare Books

Since it is the public library’s function to make materials available to all users, the Guthrie Public Library does not collect rare or unusual materials that require special handling. Rare

publications pertaining to Guthrie or Logan County will be given to the Oklahoma Territorial Museum or another appropriate institution for preservation and protection.

b. Genealogy Materials

The library collects basic materials on genealogical research but does not collect more specialized publications such as family histories.

c. Textbooks

The library does not buy textbooks, including those used by the local schools, colleges or universities.

7. Gifts

Gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. If they do not meet these standards, they may be conveyed to the Friends of the Guthrie Public Library for the benefit of the library or disposed of if condition warrants.

C. Deselection, Replacement and Disposal

1. In order to maintain a vital, current collection that meets the needs of the community, examination of materials is an ongoing process performed by staff using the Continuous Review Evaluation Weeding (CREW) method. An item is considered for disposal when it is obsolete or outdated, damaged or worn beyond use, no longer circulating and/or used for reference purposes, or one of many copies of a formerly popular title.
2. A work chosen for disposal may be replaced with another copy of the same title or another work on the same subject.
3. The aids used for selection of materials will also be used when examining materials to be deselected.
4. Deselected items without resale potential due to excessive damage will be disposed of in the dumpster. All other items are donated to the Friends of the Guthrie Public Library or other non-profit organizations.

D. Patron Objections to Library Materials

Library patrons may suggest books or other materials to be removed from the collection. When a patron wishes to suggest a material to be removed from the collection, the following procedure is followed:

1. A member of the library staff explains the selection policy to the patron. If the patron wishes, s/he may submit a written request to review an item to which the patron has objections.
2. The completed form is reviewed by one or more members of the library staff who have responsibility for materials selection and by the Director of Library Services. Library staff will objectively review the resource in question to ascertain that the selection criteria and principles

stated in this policy were applied in the selection process. A written response will be provided to the library user making the request, and the Director of Library Services will notify the Library Board of each request submitted.

3. In the event that the library user who initiated the request is not satisfied with the response of the Director of Library Services, s/he may submit a written request that the item be placed on the agenda of the next regularly scheduled meeting of the Library Board. This request must be received by the Director of Library Services no later than seven (7) work days before the board meeting in order to meet the requirements of the Open Meeting Act. The Board may handle the matter as a body or refer the question to an advisory committee for a recommendation. In either case, a letter will be sent to the library user informing him or her of the Board's decision.

4. Library resources are not removed from the collection during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the members of the staff and the Library Board.

#### **PART IV. Interlibrary Loan (ILL)**

##### **A. Interlibrary Loan Service**

1. If the patron requests an item that the library does not own, s/he may borrow it through Interlibrary Loan. The patron must fill out an Interlibrary Loan request and have a valid Guthrie Public Library card with no items overdue and no unpaid fines. A limit may be placed on the number of items a patron may request through Interlibrary Loan.
2. Patrons will be contacted by telephone or email when the requested ILL item is available. Requested items will be held for seven (7) days before being returned to the owning library.

##### **B. Charges for Interlibrary Loan**

The patron is charged the cost of shipping plus any fines or fees assessed by the owning library including charges for lost or damaged items. Shipping is the cost of postage, as determined by the weight of the item and current postal rates, for returning the item to the owning library. Failure to claim an ILL item within the seven (7) day hold period does not excuse the patron from ILL charges.

#### **PART V. Reserves**

Library materials unavailable for checkout may be placed on reserve. Patrons will be contacted by telephone, or email as soon as the requested item becomes available. Requested items will be held for three (3) days.

#### **PART VI. Fines and Payments**

Fines and fees will be charged to patrons according to the Fee Schedule adopted by the Guthrie City Council. Fines and other outstanding charges will be brought to a patron's attention at the checkout desk. Patrons with a fine of \$5.00 or more may not borrow items or use the public access computers. Patrons with fines or fees older than 90 days will be Temporarily Barred from library services until their account is paid in full. Should a patron card become blocked for any reason, all connected family members will also be blocked until the issue is resolved.

## **PART VII. Patron Behavior and Library Usage**

The Guthrie Public Library adheres to the *Library Bill of Rights* and maintains that all patrons, regardless of origin, age, background or views, are free to study, read, and utilize library materials without the fear of harassment, intimidation, physical threats, or undue distractions. In order to protect these rights of the patrons, users must obey all library policies and procedures, including spoken directives from staff which constitute policy. Failure to comply may result in loss of privileges. The following activities will be monitored in the library:

1. Smoking, use of tobacco products of any kind, and electronic smoking devices are prohibited inside the library and outside on library (City of Guthrie) property.
2. Food is permitted only in the library meeting room and foyer. Proper disposal of waste is required or privileges will be revoked.
3. Beverages in spill-proof containers are permitted in the library. Proper disposal of waste is required or privileges will be revoked.
4. Soliciting will be strictly prohibited.
5. A responsible adult must accompany and actively attend young children in the library at all times.
6. Weapons, recreational wheels, and pets (with the exception of service animals) are strictly prohibited in the library and on library grounds. Bicycles are to be parked in designated racks.
7. Individuals who are disrupting other patrons will be asked to discontinue their disruptive behavior or leave the library.
8. Damaging library materials or property is strictly prohibited and will be reported to the proper authorities.
9. Patrons will be asked to place their electronic devices on vibrate or silent and accept and/or place calls outside the library.

Any patron who violates the library's rules may be expelled from the premises for 24 hours. The library staff will contact the Guthrie Police if necessary.

## **PART VIII. Computer Policy**

The Guthrie Public Library provides computers for public use. Computers are available for document preparation and access to various electronic resources including the Internet, library catalogs, and databases.

### **A. Conditions and Terms of Use in the Library**

1. All computer users must read the policies and procedures for library computer and Internet usage and sign an Acceptable Use Agreement. If the user is under the age of eighteen (18), his/her parent or legal guardian must also read and sign the agreement in the presence of library staff.
2. Users must treat library materials and equipment in a responsible manner in order to preserve the equipment and insure availability for other users. Users must not interfere with the operation of any computer, including altering, damaging or destroying data or computer programs or installing or downloading software to the computers.

3. Users must not use any library computer for any illegal or criminal purpose including copying resources that are protected by copyright. Such resources may include, but are not limited to, software, data, text files, images, and sounds. The library reserves the right to confiscate illegal copies that are created with library equipment.
4. Users must not access, view, upload, download, or otherwise distribute or knowingly receive materials that are pornographic or obscene. In accordance with the Children's Internet Protection Act, and other state and federal laws and regulations, users must not access, view, upload, download, or otherwise distribute or knowingly receive visual images that are harmful to minors.
5. Users may save files to USB drive.
6. Staff will gladly assist Internet users but cannot provide extensive instruction. During certain hours of operation, staff time may be severely limited.
7. Material may be printed from the Internet or from programs installed on the public access computers using the public access printer. Fees for printing are determined by the City Council.

#### **B. Access to Internet Resources**

1. The Internet is an unregulated medium that offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. The Internet also enables access to some material that may be offensive, disturbing, and/or illegal. The library cannot control or monitor all material accessed by patrons and networks via the Internet; however, in accordance with the Children's Internet Protection Act, technology protection measures will be utilized. Such measures will include filtering software and/or hardware. Individual users must accept responsibility for determining content suitability of unfiltered sites. Users are encouraged to inform library staff if visual images that are pornographic, obscene, or harmful to minors are unfiltered. Adult users may request that a staff member disable the filter for their use.
2. Parents of minor children have full responsibility for their child's use of the library's Internet terminals. Just as parents are encouraged to discuss appropriate use of other library materials, the library encourages parents to discuss with their children the appropriate use of electronic resources available through the Internet. Parents are encouraged to discuss with their children the hazards of releasing personal information on the Internet.
3. Because the library's ability to provide Internet access is limited, the library reserves the right to allow or restrict access to selected sites to insure the most efficient use of resources. The library also reserves the right to ask users to refrain from displaying computer images that are inappropriate for public viewing.

#### **C. General Information Regarding Use**

1. Computers are available on a first-come, first-served basis.
2. Patrons with a fine of \$5.00 or more may not use the public access computers. Patrons with fines or fees older than 90 days will be Temporarily Barred from library services until their account is paid in full.
3. All users are required to check in and out with library personnel. Temporary users (visitors or residents needing one-time access) will be granted Internet access upon showing a photo

identification, completing a Computer Guest Pass, and signing the Internet User Agreement form.

4. There is a 30 minute time limit on computer desktops unless no other users are waiting. That period may be shortened based on high usage or peak periods as determined by the library director or his/her designee. Time may be extended as circumstances allow.
5. No more than two people may be seated at a computer workstation.
6. Users leaving the computer for more than five minutes will be asked to give up their time at the computer for other users.
7. Computers may be reserved for training purposes. Advanced scheduling is required and a fee may apply in accordance with the fee schedule.

#### **D. Failure to Comply with Policies and Procedures**

1. Failure to comply to use the computers or Internet access, as defined in this policy, will result in the loss of computer and Internet privileges and possible legal action.
2. Users are financially responsible if noncompliance results in damage to library computers, equipment, and software. A bill for technical support, repair, and replacement of equipment/software will be issued to the user.
3. An illegal use will be reported to the proper authorities.
4. All restrictions may be appealed to the Library Board for review and consideration.

### **PART IX: Meeting Room**

A meeting room is available for no charge to groups engaged in non-commercial and non-profit activities. For-profit groups may use the meeting room for a fee to be determined by the City Council. Meeting facilities are not available to individuals for private parties, self-promotional activities or other personal use. The meeting room may not be used for fundraising purposes unless the funds raised directly benefit the library. Registration fees covering materials and/or speakers are permitted. Buying and selling are not permitted. The library may not be used as the primary meeting place for any organization or group for regularly scheduled meetings. Exceptions are library sponsored groups or programs. The meeting room will be reserved on a first-come, first-served basis.

Each group is responsible for ensuring its program is in compliance with applicable state and federal statutes (i.e. Open Meetings Act, Copyright Law, ADA, etc.). The booking organization is responsible for the following: arranging the room to suit its needs; returning the room to its original arrangement; leaving the room in a neat, clean and orderly condition; reimbursing the City of Guthrie for any special cleaning needed and/or any repair or replacement of library property or equipment.

The use of the library meeting space by any organization does not necessarily constitute an endorsement of that organization's policies or beliefs by the Guthrie Public Library or the City of Guthrie.

### **PART X: GPC Resource Center**

The GPC Resource Center is available for public use during library hours. All users must check in at the library's circulation desk before each use. First-time users must be trained on the use of the

equipment and have a signed liability waiver on file. Use of the equipment and facility is free. Expendable materials are charged at cost. Revenue from the GPC Resource Center will be used to restock materials and supplies.

#### **PART XI: Notices and Exhibit Space**

Notices and materials for distribution for non-commercial and non-profit activities may be displayed in designated areas with prior approval by library staff. Exhibit space is available only for the display of library-sanctioned exhibits. Notices and materials displayed do not imply Library or City of Guthrie endorsement.

#### **PART XII: Powers and Duties of the Library Board**

The Guthrie Public Library Board shall:

- A. Act in an advisory capacity to the Director of Library Services on all policy matters.
- B. Promote the services of the library in the community.
- C. Become familiar with state and local library laws.
- D. Assist in the hiring of the Director of Library Services by participating in the recruitment and interview process and making a recommendation to the City Manager.
- E. Review the proposed annual program of services and capital improvement requests following preparation by the Director of Library Services.

# **Guthrie Public Library**

## **Fee Schedule**

### **Revised June 2015 (Resolution 2015-11)**

#### A. Library Cards

1. Patrons will receive their first card free of charge.
2. A fee of \$1.00 will be charged for replacing lost or stolen library cards.
3. An annual fee of \$30.00 will be charged for non-resident cards.

#### B. Fines for Overdue Library Materials per Day

1. Books, audiobooks (CD or Playaway), music CDs, multimedia kits, periodicals, encyclopedias: \$.10 per item with a maximum charge of \$5.00
2. Video media: \$.50 per item with a maximum charge of \$10.00

#### C. Lost or Damaged Materials

The fee paid for the replacement of lost items is non-refundable even if the item is found and returned at a later date. Partial payment of accumulated fines and bills will be accepted.

1. Materials that are still available for replacement: \$5.00 plus replacement cost
2. Materials that are no longer available for replacement: \$5.00 plus the retail price at the time of purchase
3. DVD cases: \$1.50
4. DVD covers: \$3.00

#### D. Copies and Prints, per page

Photocopies, single sided, letter and legal size:	\$ .10
Photocopies, double sided, letter and legal size:	\$ .15
Photocopies, single sided, ledger (11" x 17"):	\$ .20
Photocopies, double sided, ledger (11" x 17"):	\$ .30
Computer prints:	\$ .10
Color copies or prints, add \$.40 to above fees	
Photocopies and computer prints, customer provides paper: discount of \$.05	
Staff must inspect/approve paper and assist with copies	

#### E. Fax

1. Sending: \$1.00 per page
2. Receiving: \$1.00 per page
3. Long distance faxes: \$1.25 per page

#### F. Meeting Room

1. No fees are charged to library, library-related groups or other city departmental groups at any time.
2. No fees are charged to non-profit civic, professional, and educational organizations during library operating hours unless food and/or beverages are served. If refreshments are served, the group is assessed a \$10.00 fee.
3. For-profit groups may rent the room during library hours for \$10.00 per hour. If applicable, the refreshment fee is added.
4. Meetings must be scheduled to take place during library hours. Special arrangements for meetings outside library hours may be arranged. An additional fee of \$15 per hour or any part of any hour will be added should meetings begin prior to or extend beyond regular operating hours. A 10-minute warning will be given by library staff prior to closing.

#### G. GPC Resource Center

1. Users will be charged the cost of expendable materials used.
2. Use of the equipment and facility is free.

#### H. Other

1. Interlibrary Loan: Actual postage cost
2. Notary Services: Free

**RESOLUTION NO. 2015-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUTHRIE REVISING THE GENERAL POLICIES AND FEE SCHEDULE FOR THE GUTHRIE PUBLIC LIBRARY.**

WHEREAS, the Guthrie City Council has heretofore adopted the Guthrie Public Library Policy on April 15, 1986; and

WHEREAS, the Guthrie City Council desires to revise the Guthrie Public Library Policy to have current policies and procedures covering the Guthrie Public Library functions; and,

WHEREAS, the Guthrie City Council desires to authorize the implementation of such policies and procedures in connection with the Guthrie Public Library.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Guthrie, that:

1. The Guthrie Public Library General Policies and Fee Schedule dated July 21, 2015 is hereby revised and adopted for use and implementation by the Guthrie Public Library.
2. Said policy shall become effective immediately.

**\*\*END\*\***

The undersigned hereby certify that the foregoing Resolution was duly adopted and approved by the Mayor and City Council of the City of Guthrie, Oklahoma, on the 21<sup>st</sup> day of July, 2015 after compliance with the notice requirements of the Open Meeting Act (25 OSA, §301, et seq.).

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Steven J. Gentling, Mayor

ATTEST: (Seal)

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Kim Biggs, City Clerk

APPROVED AS TO FORM

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Randel Shadid, City Attorney



**Agenda Item Cover Letter**

**Meeting**  
 City Council  
 GPWA  
 Other: \_\_\_\_\_

**Date of Meeting**  
July 21, 2015

**Contact**  
Kim Biggs,  
City Clerk/Treasurer

**Agenda Item**

Discussion and possible action on Resolution No. 2015-13 supporting the appointment of \_\_\_\_\_ to the District Eight (8) seat on the Board of Directors of the Oklahoma Municipal League; declaring said appointment to be for the benefit of the City of Guthrie and other municipalities within the District.

**Summary**

The Board seat representing District 8 on the Oklahoma Municipal League Board of Directors is up for election this year and will be voted on at the 2015 OML annual business meeting held during the OML annual conference in Tulsa on September 24, 2015. The Honorable **Randy Ross**, Mayor of the City of Choctaw has expressed a desire to continue serving District 8 if reappointed.

<b>Funding Expected</b>	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
<b>Budgeted</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	_____	<b>Amount</b>	_____
<b>Legal Review</b>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

- OML Letter
- Resolution No. 2015-13

**Recommendation**

**Action Needed**       Public Hearing       Motion       Emergency Clause



Champions For Effective Local Government

OKLAHOMA MUNICIPAL LEAGUE, INC.

201 N.E. 23rd STREET ♦ OKLAHOMA CITY OKLAHOMA 73105

405-528-7515 ♦ 800-324-6651 ♦ 405-528-7560 Fax

TO: District 8 OML Member Municipalities (Mayor, Manager, Council-members & Clerk)
FROM: City Manager James Couch, City of Oklahoma City; OML President
SUBJECT: Call for Nominations in District 8
DATE: July 8, 2015

The Board seat representing District 8 on the Oklahoma Municipal League Board of Directors is up for election this year and will be voted on at the 2015 OML annual business meeting held during the OML annual conference in Tulsa, Thursday morning September 24, 2015. The Honorable Randy Ross, Mayor for the City of Choctaw has expressed a desire to continue serving your district if reappointed.

District 8 is comprised of the following municipalities:

- ARCADIA, BETHANY, CALUMET, CEDAR VALLEY, CHOCTAW, CRESCENT, DEL CITY, EDMOND, EL RENO, FOREST PARK, GUTHRIE, HARRAH, JONES, LAKE ALUMA, LANGSTON, LEXINGTON, LUTHER, MARSHALL, MIDWEST CITY, MOORE, MULHALL, MUSTANG, NICHOLS HILLS, NICOMA PARK, NOBLE, OKARCHE, ORLANDO, PIEDMONT, SLAUGHTERVILLE, SPENCER, THE VILLAGE, VALLEY BROOK, WARR ACRES, YUKON

The OML By-laws qualifications for Board of Directors state that each member of the Board of Directors shall be an incumbent, elected or appointed official or employee of a General Member. Governance Principles of a Board member include:

- A. The Board governs the League with the best interests of all Oklahoma municipalities as its first priority. In conducting its business, the Board maintains its focus on the mission of the League.
B. The Board commits to conducting its business adhering to the highest ethical, legal, and fiduciary standards.
C. A spirit of openness, candor, and mutual respect for the input and opinions of others are critical to the Board's ability to govern effectively. Board members are expected to spend the time necessary to attend meetings and come prepared and informed on the issues.
D. Board members are expected to respect the President's role as the elected head of the Board. The President has a unique responsibility to maintain an open, candid and productive relationship with the Executive Director.

RESOLUTION NO. 2015-13

A RESOLUTION OF SUPPORT FOR THE APPOINTMENT OF \_\_\_\_\_ TO THE DISTRICT \_\_\_\_\_ SEAT ON THE BOARD OF DIRECTORS OF THE OKLAHOMA MUNICIPAL LEAGUE; DECLARING SAID APPOINTMENT TO BE FOR THE BENEFIT OF THE CITY/TOWN OF \_\_\_\_\_ AND OTHER MUNICIPALITIES WITHIN THE DISTRICT; AND DECLARING THE MISSION OF THE OKLAHOMA MUNICIPAL LEAGUE TO BE FOR THE PUBLIC PURPOSE.

WHEREAS, the City/Town of \_\_\_\_\_ recognizes that the Oklahoma Municipal League ("OML") is a non-profit member driven organization composed of municipalities from across the State of Oklahoma who work together for their mutual benefit;

WHEREAS, the City/Town of \_\_\_\_\_ through its membership with OML, realizes many benefits from the policy and legislative work of the OML, and as a result, supports the mission of OML which is to provide services and programs to its members to assist them in better serving their citizens and communities;

WHEREAS, the City/Town of \_\_\_\_\_ is within District \_\_\_\_\_ and as such is represented by an appointee seated within said district;

WHEREAS, the City/Town of \_\_\_\_\_ has an interest and desire to resolve its support of the nomination of \_\_\_\_\_ for District \_\_\_\_\_ seat on the OML Board of Directors;

WHEREAS, the City/Town of \_\_\_\_\_ finds that said nomination would benefit the City/Town/Town of \_\_\_\_\_ and the other municipalities within District \_\_\_\_\_ by serving as the individual and collective voice of local government officials in interaction at both the state and national level;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL/TOWN BOARD OF THE CITY/TOWN OF \_\_\_\_\_, OKLAHOMA:

SECTION 1: That the City/Town of \_\_\_\_\_ unequivocally supports the nomination of \_\_\_\_\_ to serve as the District \_\_\_\_\_ appointee on the Board of Directors of the OML, by finding and declaring that the mission of OML to be for the public purpose and acknowledging that the City/Town of \_\_\_\_\_ and other municipalities within District \_\_\_\_\_ will benefit by his/her appointment.

SECTION 2: That should \_\_\_\_\_ ultimately be appointed to the OML Board of Directors, he/she is specifically authorized and requested to fully participate in said meetings of the Board of Directors and the projects of the same to the ultimate benefit of the City/Town of \_\_\_\_\_.

PASSED, APPROVED AND EFFECTIVE THIS \_\_\_\_\_.

\_\_\_\_\_  
(Mayor's signature)

ATTEST:

\_\_\_\_\_  
(Clerk signature)

Approved as to form and legality on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
(City/Town attorney)

**City of Guthrie**  
**A/P Claims List**  
from 7/2/2015 to 7/2/2015

Invoice #	Vendor	Description	Account	Cost
JULY2015	OKLAHOMA UNIFORM BLDG	BUILDING PERMIT FEES FOR JUNE 2015	01-00-00-2013	\$116.00
652	GHM ENTERPRISES (1097)	DUST MOP CLEANING	01-01-00-6103	\$0.60
2035417	O.M.A.G.(425)	DEDUCTIBLE FOR SETTLEMENT WITH	01-01-00-6326	\$1,000.00
9040	CRAWFORD &	AUDIT / ACCOUNTING SERVICES FY2015	01-01-00-6330	\$3,135.80
24864	JOHN MARLEDGE & ASSOC.	AUDIT / ACCOUNTING SERVICES FY2015	01-01-00-6330	\$4,440.00
2035416	THEOGENE MELANCON	MILEAGE REIMBURSEMENT	01-02-20-6015	\$516.34
2035414	STEVE GENTLING (23153)	REIMBURSEMENT FOR MILEAGE, TOLLS	01-02-20-6048	\$380.12
2035415	STEVE GENTLING (23153)	MILEAGE REIMBURSEMENT	01-02-20-6048	\$29.90
52222015	SAM'S CLUB DIRECT	IBUPROFEN MEDICATION 2-PACK 50	01-07-70-6106	\$35.34
0208	Hancock Creative Shop (23151)	POSTER DESIGN FOR APOTHECARY	01-08-80-6123	\$150.00
8804/7441	SAM'S CLUB DIRECT	SUPPLIES FOR THE RETAIL SHOP AT THE	01-15-11-6125	\$767.98
		<b>Total GENERAL FUND</b>		<b>\$10,572.08</b>
2035409	BLUE CROSS BLUE SHIELD OF	EMS Overpayment on patient Leland Brock	09-00-00-5435	\$837.25
		<b>Total FIRE/EMS FUND</b>		<b>\$837.25</b>
CM May 2015	WASTE CONNECTIONS, INC		20-00-00-5466	(\$250.00)
1518707 / 1518708		WASTE CONNECTIONS, INC	Sanitation Service Agreement with Waste	20-21-00
1643	MID AMERICA HYDRO TECH	BLANKET PO FOR CHEMICALS	20-23-00-6104	\$621.16
102122	SOUTHWEST CHEMICAL (20977)	WATER TREATMENT CHEMICALS	20-23-00-6104	\$3,798.90
1518707 / 1518708		WASTE CONNECTIONS, INC	Sanitation Service Agreement with Waste	20-26-00
		<b>Total GPWA OPERATING FUND</b>		<b>\$82,122.19</b>
5000510	OKLA WATER RESOURCES/	ANNUAL FEES FOR OWRB 2008	50-50-00-6714	\$500.00
5000511	OKLA WATER RESOURCES/	ANNUAL FEES OWRB NOTE 2009	50-50-00-6714	\$500.00
5000512	OKLA WATER RESOURCES/	ANNUAL FEES OWRB NOTE 2010	50-50-00-6714	\$500.00
		<b>Total WATER TREATMENT PLANT FUND</b>		<b>\$1,500.00</b>
JULY2015	COMMUNITY STATE BANK	FRONT END LOADER MONTHLY PAYMENT	54-56-12-6718	\$2,687.83
		<b>Total CAPITAL PROJECTS</b>		<b>\$2,687.83</b>
1	JORDAN CONTRACTORS INC.	EMERGENCY SEWER LINE REPLACEMENT		55-55-00-6547
		<b>Total CMOM Fee</b>		<b>\$22,550.00</b>
02-021782-016	UTILITY DEPOSIT REFUND		71-00-00-5555	\$83.60
04-042410-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$172.87
04-046956-003	UTILITY DEPOSIT REFUND		71-00-00-5555	\$12.70
06-061741-012	UTILITY DEPOSIT REFUND		71-00-00-5555	\$52.44
07-071412-013	UTILITY DEPOSIT REFUND		71-00-00-5555	\$5.16
07-072970-005	UTILITY DEPOSIT REFUND		71-00-00-5555	\$6.13
07-075650-006	UTILITY DEPOSIT REFUND		71-00-00-5555	\$93.44
08-081930-011	UTILITY DEPOSIT REFUND		71-00-00-5555	\$0.43
08-082010-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$6.40
10-100635-037	UTILITY DEPOSIT REFUND		71-00-00-5555	\$3.78
10-102420-012	UTILITY DEPOSIT REFUND		71-00-00-5555	\$12.67
11-112500-005	UTILITY DEPOSIT REFUND		71-00-00-5555	\$63.83
14-141515-009	UTILITY DEPOSIT REFUND		71-00-00-5555	\$40.72
14-142408-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$2.86
14-143842-009	UTILITY DEPOSIT REFUND		71-00-00-5555	\$32.21
		<b>Total UTILITY DEPOSIT FUND</b>		<b>\$589.24</b>
JULY2015	OKLAHOMA DEPARTMENT OF	SPIRIT WING LOAN MONTHLY PAYMENT	99-99-00-6702	\$1,041.66
		<b>Total GUTHRIE INDUSTRIAL DEVELOPMENT</b>		<b>\$1,041.66</b>
		<b>Total All Funds</b>		<b>\$121,900.25</b>

City of Guthrie - (405) 282-0492

A/P Claims List

from 7/9/2015 to 7/9/2015

Invoice #	Vendor	Description	Account	Cost
JULY2015	OKLAHOMA NATURAL GAS	MONTHLY BILLING FOR ONG - GENERAL	01-01-00-6307	\$767.96
JULY2015	O.M.A.G.(21303)	MUNICIPAL PROPERTY PROTECTION P	01-01-00-6326	\$3,469.66
JULY2015	O.M.A.G.(21302)	WORKERS' COMP	01-01-00-6326	\$13,723.44
JULY2015	O.M.A.G.(425)	MUNICIPAL LIABILITY PROTECTION PLAN	01-01-00-6326	\$4,034.09
2035425	MESO(126)	QUARTERLY DUES FOR SAFETY TRAININ	01-01-00-6373	\$660.00
1005	NORPS, LLC	IT SERVICES	01-01-00-6373	\$850.00
2035422	Gerald Smith (23157)	MILEAGE REIMBURSEMENT	01-02-20-6015	\$422.48
15-005740-E	O.S.B.I. (820)	MICROSOFT WINDOWS SERVER LICEN	01-07-70-6311	\$1,174.00
JULY 2015	SHINEY BAYS CAR WASH	CAR WASHES	01-07-70-6316	\$251.20
2035418	DON SWEGER (23155)	MEAL REIMBURSEMENT	01-07-70-6343	\$7.37
04-1600069	OKLA DEPARTMENT OF PUBLIC	OLETS MAINTENANCE	01-07-79-6304	\$350.00
JULY2015	RURAL WATER DISTRICT	MONTHLY WATER SERVICES	01-15-11-6112	\$66.00
		<b>Total GENERAL FUND</b>		<b>\$25,776.20</b>
2035406	BLAKE BRADEN 23039	MEAL REIMBURSEMENT FOR	09-09-90-6048	\$6.58
JULY2015	SHINEY BAYS CAR WASH	FD Car Wash	09-09-96-6316	\$32.00
		<b>Total FIRE/EMS FUND</b>		<b>\$38.58</b>
JULY2015	OKLAHOMA NATURAL GAS	MONTHLY BILLING FOR ONG - GPWA	20-21-00-6307	\$365.12
JULY2015	O.M.A.G.(21303)	MUNICIPAL PROPERTY PROTECTION	20-21-00-6326	\$3,469.66
JULY2015	O.M.A.G.(21302)	WORKERS' COMP	20-21-00-6326	\$13,723.44
JULY2015	O.M.A.G.(425)	MUNICIPAL LIABILITY PROTECTION PLAN	20-21-00-6326	\$4,034.09
0335660-IN	MANLEY BROS OF INDIANA INC	SILICA SAND (50 BAGS)	20-23-00-6104	\$813.30
102173	SOUTHWEST CHEMICAL (20977)	WATER TREATMENT CHEMICALS	20-23-00-6104	\$774.50
		<b>Total GPWA OPERATING FUND</b>		<b>\$23,180.11</b>
JULY15	OKLA WATER RESOURCES/	Series 2009 Drinking Water Loan	50-50-00-6714	\$51,371.13
JULY2015	OKLA WATER RESOURCES/	Series 2008 Drinking Water Loan	50-50-00-6714	\$56,477.00
		<b>Total WATER TREATMENT PLANT FUND</b>		<b>\$107,848.13</b>
JULY 2015	OKLA WATER RESOURCES/	CMOM Project Semi-Annual Payment ORF	55-55-00-6714	\$14,535.56
		<b>Total CMOM Fee</b>		<b>\$14,535.56</b>
01-010150-005	UTILITY DEPOSIT REFUND		71-00-00-5555	\$99.98
01-011341-009	UTILITY DEPOSIT REFUND		71-00-00-5555	\$69.03
02-021980-023	UTILITY DEPOSIT REFUND		71-00-00-5555	\$34.83
02-022140-010	UTILITY DEPOSIT REFUND		71-00-00-5555	\$11.21
02-023370-016	UTILITY DEPOSIT REFUND		71-00-00-5555	\$96.90
02-024170-011	UTILITY DEPOSIT REFUND		71-00-00-5555	\$38.26
05-050820-007	UTILITY DEPOSIT REFUND		71-00-00-5555	\$78.73
06-060431-009	UTILITY DEPOSIT REFUND		71-00-00-5555	\$35.58
06-061592-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$101.44
06-061783-010	UTILITY DEPOSIT REFUND		71-00-00-5555	\$36.51
07-071240-014	UTILITY DEPOSIT REFUND		71-00-00-5555	\$19.51
08-081161-006	UTILITY DEPOSIT REFUND		71-00-00-5555	\$57.84
09-091500-016	UTILITY DEPOSIT REFUND		71-00-00-5555	\$40.46
09-093241-017	UTILITY DEPOSIT REFUND		71-00-00-5555	\$47.79
14-142230-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$555.13
14-143570-019	UTILITY DEPOSIT REFUND		71-00-00-5555	\$3.55
14-143972-014	UTILITY DEPOSIT REFUND		71-00-00-5555	\$49.47
15-151540-005	UTILITY DEPOSIT REFUND		71-00-00-5555	\$23.58
15-153232-007	UTILITY DEPOSIT REFUND		71-00-00-5555	\$43.43
99-216297-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$17.94

**A/P Claims List**

from 7/9/2015 to 7/9/2015

Invoice #	Vendor	Description	Account	Cost
99-233698-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$100.00
99-991380-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$15.95
99-991855-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$37.17
<b>Total UTILITY DEPOSIT FUND</b>				<b>\$1,614.29</b>
JULY2015	O.M.A.G.(21303)	MUNICIPAL PROPERTY PROTECTION	98-98-00-6329	\$326.69
JULY2015	O.M.A.G.(21302)	WORKERS' COMP	98-98-00-6329	\$488.87
JULY2015	O.M.A.G.(425)	MUNICIPAL LIABILITY PROTECTION PL	98-98-00-6329	\$50.00
<b>Total AIRPORT FUND</b>				<b>\$865.56</b>
<b>Total All Funds</b>				<b>\$173,858.43</b>